

## ProCom Technologies, LLC

### Basic phone programs using program button.

**Note: this covers all the basic functions there are some that are not listed and are rarely used.**

- 01- LCD Contrast = changes Contrast of the lettering.
- 02- Language = changes language from English to Spanish
- 03- LCD Switch = changes the LCD screen display from automatic to manual.
- 04- Back Light = Sets how the back light on display comes on and turns off.
- 10- Speed dial \* = This is the speed dial entry for your personal speed dials using a key set for personal speed dials plus a two digit code on a phone per phone basis.
- 19- Line Pref Out = Use this program to change how your phone will select what line to use when calling out. Default is intercom, intercom is recommended when system has a voicemail system.
- 20- Line Pref In = Use this program to change how an inbound call comes to your phone.
- 21- Voice Call = Changes if your phone has a tone or no tone when using auto answer feature.
- 23- Forced Auto Answer = Makes the auto answer feature on at all times can not be changed by pressing button on phone.
- 30- Call Waiting CO = Turns call waiting on for calls from a CO line (outside line)
- 31- Call Waiting Ext = Turns call waiting on for calls from an Ext. (internal, intercom calls)
- 32- Call Waiting Tone = Sets the type of call waiting tone to type one or type two.
- 40- Absent Msg. = Selects a Message to appear on the phones screen, when others call they see that message.
- 41- Absent Msg. 9 = Selects the 9<sup>th</sup> absent message to appear this can be programmed to say something different than the preset messages.
- 50- Fwd-DND Both = Use to set Fwd or DND select from Fwd all, busy, no answer, or combined busy/no answer. To use select type of Fwd enter the ext. or ext of you voicemail system then press enter.
- 51- Fwd-DND CO = When used only sets for an outside call.
- 52- Fwd-DND Ext. = When used only sets for an internal call.
- 53- Fwd-DND Time = This sets the amount of time your phone will ring before it is Fwd to the programmed location you entered in Prog. 50, 51, or 52.
- 60- Call Pickup Deny = You can set your phone to allow or deny a pickup on your ext by another user. (should leave as deny).
- 61- Headset Mode = Turns the headset mode on or off when turned on your speaker phone button activates the handset and jack on side of phone for your headset. (speaker stays active for intercom and paging, no outside calling on speaker, headset mode must be turned off to use speaker for calling).
- 63- Paging Deny = Sets phone to deny or except pages
- 64- Key pad tone = Set if you here a light beep when pushing different buttons on the phone.
- 65- BGM = Back Ground Music turns on the speaker to play what music or recording you have on system. (same as music on hold).

To change your ring tones, for intercom calls

Press the Prog. Button, push your intercom button twice, using up down arrows on pad select the tone you like press enter.

To change your ring tones for outside and CO lines.

Press the Prog. Button, push your CO line button, Line Access button or Group button twice, using the up down arrows on the pad select the tone you like press enter. You must do all of the CO or Line Access buttons separate. If you have two companies make sure to set the correct lines to the two different tones.